



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**PROGRAM TECHNICIAN II  
\$2,758 – \$3,455  
PRODUCER LICENSING BUREAU  
SACRAMENTO**

**This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days.**

**RESPONSIBILITIES:**

Under general direction, the incumbent performs a variety of duties involving the review and processing of technical, sensitive and complex insurance licensing related documents. Specific tasks include but are not limited to:

- Process miscellaneous documents (including but not limited to: certification/clearance requests, address changes, on/off stops, action notices, bonds, renewals, and duplicate license requests);
- Answer inquiry calls from the general public and insurance industry;
- Provide oral and written communication with license applicants, licensees, and the general public regarding insurance producer licensing;
- Establish and update insurance producer's computer records;
- Determine individual applicant's license qualifications by interpreting established laws, regulations, policies and procedures; and,
- Perform other duties as required.

**DESIRABLE QUALIFICATIONS:**

Candidates should possess the ability to work independently; possess good interpersonal and communication skills both verbal and written. Dependability, ability to follow directions, initiative, resourcefulness, good judgment and the ability to work cooperatively with others and deal tactfully with the public are also essential.

**WHO MAY APPLY:**

Applications will be accepted from current State employees at the Program Technician II level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis***

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**DO NOT SUBMIT APPLICATIONS TO CalHR**

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The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

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***of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

### **APPLICATION PROCEDURE:**

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Teresa Foster, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 13<sup>th</sup> floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE “Program Technician II, PSN# 413-145-9928-001” ON THE STATE APPLICATION.** For additional information, please call Teresa Foster at (916) 492-3431.

**FINAL FILING DATE:**      **September 4, 2015 (Close of Business – 5:00 p.m.)**

**NOTE:**      **Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant’s name may be removed from the eligibility list.**

**If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.**

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